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**CALIFORNIA
DEPARTMENT
OF
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May 19, 2000

To: County Superintendents of Schools, County Auditors,
and County Treasurers

From: Janet Sterling, Director
School Fiscal Services Division

Subject: Notice and Schedule of the Second Apportionment for the Instructional Time and Staff Development Reform
Program for Fiscal Year 1999-00

This apportionment, in the amount of \$10,498,372, has been made from funds provided by Item 6110-112-0001 of the 1999 Budget Act (Chapter 50, Statutes of 1999). This apportionment is made in support of the Instructional Time and Staff Development Reform program pursuant to *Education Code* sections 44579 through 44579.4.

The intent of this program is to enhance staff development opportunities and to increase the number of school days in a school year by providing funding to local educational agencies (LEAs) to conduct staff development activities on days that are in addition to the 180 days currently required for the instructional school year. Training is to be in academic content and instructional methods in the core curricular areas that are provided by the LEA. Funding is calculated at \$273.81 per certificated employee attending staff development training on a noninstructional day, for up to three days per certificated employee. LEAs may also receive \$141.97 per classified classroom instruction aide and certificated teaching assistant for one day per employee.

This second apportionment represents an amount equal to 25 percent of the LEA's fiscal year 1999-00 planned activities as reported on the "Certification and Request for Advance Funding," less: a) any funds overpaid in fiscal year 1998-99; and b) any funds paid on the first apportionment for fiscal year 1999-00 (dated December 13, 1999). Overpayments occurred when the funds advanced in the 1998-99 fiscal year exceeded the total claimed on the 1998-99 fiscal year Final Statement of Activities (as of June 30, 1999). In some instances the amount overpaid in fiscal year 1998-99 is greater than the total apportioned to date for fiscal year 1999-00. As a result, additional funds are still owed to the California Department of Education and will be offset against the final fiscal year 1999-00 apportionment.

All participating LEAs must submit an "Application for Funding" by June 30, 2000 that includes a Final Statement of Activities. The final apportionment will be made in August 2000 for 100 percent of the total claimed, less any funds previously apportioned. Some LEAs have completed their training and already submitted a "Final Statement of Activities." These LEAs will be paid 100 percent.

Funding for charter schools that did not apply on their own behalf has been included in the chartering agency's entitlement, but is not separately identified in this apportionment. The charter school's portion of the entitlement must be based on the provisions of the charter or by mutual agreement between the charter school and the chartering agency. Charter schools that have applied for funding are listed separately.

Warrants will be mailed to each county treasurer approximately four weeks after the date of this Notice. For standardized account code structure (SACS) coding, use Resource Code 0000, Staff Development Day Buyout Program, and Revenue Object Code 8590, All Other State Revenue. For non-SACS coding, use Income Account Code 8590, All Other State Revenue. County superintendents are requested to inform LEAs immediately of all pertinent data regarding this apportionment.

If you have any questions regarding this apportionment, please call Ross Valentine in the School Fiscal Services Division at (916) 327-4405 or by e-mail (rvalenti@cde.ca.gov). For program issues, please call Maria Quezada in the Professional Development Office at (916) 653-8222 or by e-mail (mquezada@cde.ca.gov).

Enclosure

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